

CITY OF SHREVEPORT, LOUISIANA Government Plaza, Suite 440 505 Travis Street P. O. BOX 31109 SHREVEPORT, LA 71130

HOME OCCUPATION APPLICATION

□New Application	□ Renewal
CERTIFICATE # DATE OF INSPECTION PROPERTY ZONED	

Processing of application is in the PERMIT CENTER, Suite 130
Government Plaza

APPLICATION FOR HOME OCCUPATION

Rules of Operation

Intent: The City of Shreveport and Caddo Parish recognize the need for some citizens to use their place of residence for limited non-residential activities. However, the City and Parish believe that the need to protect the integrity of its residential districts is of primary concern. The intent and purpose of the provisions of this ordinance are to provide certain types of occupational uses within residential districts which:

- a. Are compatible with residential uses;
- b. Are incidental to the use of the premises as a residence;
- c. Are limited in extent: and
- d. Do not detract from the residential character of the neighborhood.

Definition: A home occupation is defined as any business or commercial activity that is conducted or petitioned to be conducted from property that is zoned for residential use.

Procedure: Application for a HOME OCCUPATION permit shall be made to the Zoning Administrator on a form provided by the department. A reasonable inspection of the applicant's premises shall be undertaken by the Zoning Enforcement Inspectors to determine compliance with this ordinance. In cases where the Zoning Administrator considers the application not within the scope of the HOME OCCUPATION criteria, the application will be denied.

Time Limit/Renewal. All HOME OCCUPATION permits shall be VALID for a period of TWO (2) YEARS. Requests for renewals shall be submitted to the Zoning Administrator in writing prior to expiration of the permit. The Zoning Administrator may refuse to approve a request for renewal based on one or more violations of the provisions of this ordinance.

Appeal to the Zoning Board of Appeals. The decision of the Zoning Administrator concerning approval or renewal shall be final unless a written appeal is filed with the Zoning Board of Appeals within ten (10) calendar days of the decision. An appeal may only be filed by the applicant.

Special Exception from Criteria. An application requesting Special Exception from strict application of any of the criteria in Section III, K., 3. above, may be filed with the Zoning Board of Appeals and may be approved in individual cases if the Special Exception is in accordance with the intent of this ordinance.

Prior Legal Home OCCUPATION/HOME BUSINESS.

Any HOME OCCUPATION or HOME BUSINESS which is legally permitted prior to the adoption of this ordinance shall not be required to conform to the criteria of this ordinance. Prior legal HOME OCCUPATIONS or HOME BUSINESSES shall be subject to renewal every TWO (2) YEARS and shall not expand or alter the uses as stated in the original permit agreement.

CRITERIA

All home occupations shall meet the following criteria:

- a. A HOME OCCUPATION shall be conducted within a dwelling unit and shall be clearly incidental to the use of the structure for residential purposes. No more than twenty-five (25) percent of the floor area of a dwelling unit, or no more than five-hundred (500) square feet of the dwelling unit (whichever is less), may be used in connection with a HOME OCCUPATION or for storage purposes in connection with a HOME OCCUPATION.
- No person other than a resident of the dwelling unit shall be engaged or employed in the HOME OCCUPATION on the premises.
- c. Storage, other than within the dwelling unit, of goods, materials, or products connected with a HOME OCCUPATION shall be limited to a maximum area of 100 square feet and must be completely within an enclosed accessory building or garage.
- d. There shall be no sales or services to the public conducted on the premises.
- There shall be no exterior indication of the HOME OCCUPATION or variation from the residential character of the principal dwelling.
- The use shall not require additional off-street parking spaces for clients or customers of the HOME OCCUPATION.
- g. The HOME OCCUPATION shall not create greater vehicular or pedestrian traffic than normal for the district in which it is located.
- Deliveries and pick ups from commercial suppliers shall not be made more than once each week, and the deliveries shall not restrict traffic circulation.
- No advertising display signs shall be permitted on the site other than the allowance of one vehicle with attached signs advertising the HOME OCCUPATION to be in compliance with j. below.
- j. Advertising shall only carry the name and telephone number of the applicant. No advertising, other than business cards, shall carry the residential address of the applicant.
- k. There shall be no use or storage of tractor trailers, semi-trucks, or heavy equipment such as construction equipment used in a commercial business.
- No toxic, explosive, flammable, combustible, corrosive, radioactive, or other restricted materials shall be used or stored on the site.
- m. The use shall not produce offensive noise, obnoxious odors, vibrations, smoke, fumes, heat, or dust detectable to normal sensory perception beyond the premises.
- n. No equipment or process shall be used which creates visual or audible electrical interference in any radio or television receiver beyond the premises or cause fluctuation in line voltage beyond the premises.

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2

[&]quot;Applicant's Copy"

APPLICATION - HOME OCCUPATION

FEE: \$50 (There is not a fee if	you are Outside City Limits). Mal	ke check payable to City o	of Shreveport.
DATE:		RENE	WALNEW
DATE OF INSPECTION	CERTIFICATE OCCU	IPANCY#	ZONED:
HOME ADDRESS:	·····		Zip Code
NAME OF BUSINESS:			·
TYPE OF BUSINESS:			
PHONE:		OUTSIDE CITY LIMITS	YESNO
	SIGNA	TURE OF APPLICANT	
PLEASE READ AND SIGN (BEIL I have read the guidelines as set forth in the result in revocation of my Certificate of Octhe City Revenue Office will be requested and guidelines set forth in my license. BASED ON THE DEFINITIONS I/WE ARE NOT AND DO NO UNDERSTAND THAT IF AT AL BUSINESS, I/WE WILL IMMED AND REQUIREMENTS AS SET OTHER CITY OF SHREVEPORT SIGNATURE OF APPLICANT	Guidelines The application for a "Home Occupation". If cupancy by the Zoning Office and/or penal to revoke any licenses that may have bee to revoke any licenses and the support of the penal of the pena	alties as imposed by the City Attoren issued based upon my compliances SINGES SCRIBED IN ORDINANCE LLY ORIENTED BUSINE TO BECOME A SEXUAL NCE WITH ALL THOSE TIONED ORDINANCE AS PPLICABLE TO SUCH BU	rney's Office and that ance with all the rules E #12 OF 1994, ESS AND I/WE LLY ORIENTED REGULATIONS WELL AS ALL JSINESS.
Zoning Office	Zoning Adm	iinistrator	
YESNO Storage of mateYESNO Indication of outYESNO Recommend issYESNO Does Fire PYESNO Does the He	***FOR OFFICE USE s? (144 square inch name plate " rials or heavy equipment? side employees?	'only") *********** ut?	************
SIGNATURE(S) OF: ZONING IN	ISPECTOR	DATE	
(If applicable) FIRE PREVEN (If applicable) HEALTH DEPA	TION	DATE	
Mailing Address: Perm	it Center ng Desk	DATE_	

505 Travis St., Rm. 130 P.O. Box 31109 Shreveport, LA 71130